

DRAFT

Job Title: Library Director

Position reports to: Library Board of Trustees

In keeping with the mission of the Loomis Library and Community Learning Center (LLCL), the Library Director is responsible for developing and supporting all efforts necessary to maintain a free library, responsive to the community's needs for information, education, and recreation. Working closely with the Board of Trustees and Friends of the Library Board (FOL) (and Town Manager-include?), the Library Director develops library policies, monitors library services, develops and manages the budget, creates public relations materials, supervises staff and volunteers, oversees the physical plant, and stays informed of developments in library management. In addition, the Library Director serves as a member ex officio of the Board of Trustees to insure a consistent flow of communication.

Planning and Policy-Making

A clear statement of library policies insures that decisions about all aspects of the LLCLC are consistent and fair. Working with the Board, FOL and (Town Manager-include?), the Library Director:

- Develops long range plans to support and promote the mission of the library and learning center.
- Develops short term plans to address specific issues facing the library and learning center as they arise.
- Formulates and recommends policies to the Board and implements the procedures to carry out these goals.
- Develops clear descriptions of staff positions including a non-discrimination statement, qualifications for employment, evaluation procedures, and causes for dismissal.

Library Services

The regular assessment and development of library services and programs is important to fulfilling the LLCLC mission. To support these efforts the Library Director:

- Plans, organizes, develops and regularly evaluates programs and services that support the mission of the LLCLC and reflects the needs of the Loomis community.
- Stays abreast of demographic and usage trends to make efficient and effective use of limited collection and program resources.
- Selects and maintains library materials including books, media, computer programs and other materials and insures that these materials meet the needs of the community.
- Participates in the planning, management, purchase, utilization, and maintenance of technology to deliver, monitor and enhance library services.

- Prepares regular narrative and statistical reports for monthly meetings of the Board of Trustees, the LLCLC annual report and the State of California.
- Oversees the continual development of the Library website so that it is an instrument of service delivery, information exchange and public awareness.

Financial Operations

In order to insure efficient and responsible management of the LLCL budget the Library Director:

- Prepares the annual budget for Board review and approval in a timely manner.
- Presents budget requests to the Board and FOL.
- Administers and monitors expenditure of LLCL funds to stay within approved budget.
- Works with the Board and FOL Treasurers to review monthly reports and keep abreast of various funds and accounts.
- Identifies, pursues and supports fundraising efforts through grant writing, planned giving, underwriting and the annual appeal.
- Prepares grant proposals for state agencies, foundations and other organizations to fund programs.
- Acts as a conduit between Board, FOL, staff and volunteers to ensure smooth implementation of fund-raising activities within the daily operations of the LLCL.

Public Relations

Promoting understanding of the LLCL objectives and services among governing officials, civic leaders, and the public is important to the mission of the LLCL. To support this mission and to promote community participation in programs and services offered by the LLCL, the Library Director:

- Manages internal and external communication of the LLCLC including but not limited to brochures, newsletters, fliers, and newspaper articles.
- Identifies and pursues public relations opportunities that engender good will toward and promotion of the LLCLC.
- Develops and maintains cooperative relationships with the Town Government, local school districts, the Historical Society, and other community organizations.

Personnel Management

As the immediate supervisor of all LLCL personnel, the Library Director:

- Manages the recruitment, training, evaluation and, when necessary, termination all staff and volunteers.
- Assigns duties, defines staff responsibilities, and approves administration of staff wages.
- Promotes staff development by providing opportunities for staff to attend workshops and conferences.

- Directs a public relations program and works with the FOL to promote and publicize the Library's collections, services and programs within the community.

Physical Plant Management

Working in conjunction with the Town Manager and FOL, the Library Director's oversees aspects of the physical plant, grounds and equipment. The Library Director:

- Coordinates with the Town Manager to schedule and supervise contract services, maintenance personnel and takes appropriate action in emergencies.
- Coordinates with the FOL to purchase equipment and furnishings as needed.

Board of Trustees Representative

The Library Director informs the Board of Trustees of all relevant LLCL business. As an ex officio member of the board, the Library Director:

- Participates in monthly meetings of the Board of Trustees and provides a detailed report of library operations and developments at each meeting.
- Provides professional expertise and guidance to the Board including but not limited to presenting information on pertinent legislation from local, state, and federal agencies, discussing trends in library technology, funding, and management wherever possible.
- Serves as ex officio member on Board committees.

Professional Development

To stay aware of new trends in library management and technology, legal issues facing libraries, and new ideas for programming the Library Director:

- Attends meetings, workshops and conferences.
- Maintains membership and participates in professional library associations.

The Library Director's job also includes any other duties that are requested by the Board of Directors, FOL and Town Manager or that are essential to ensuring that the LLCLC provides the best possible service to the community. The Library Director will be evaluated by the Board annually.

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of the principles, theories, objectives, and practices of library management and library science
- Committed to excellence in customer service
- Strong oral and written communications skills
- Ability to work independently
- Ability to organize work for efficient use of time
- Ability to prepare administrative reports in a clear, logical manner
- Ability to understand and interpret library policies, procedures, and rules

- Ability to keep records accurately
- Ability to interact courteously and effectively with elected and appointed officials, town employees, library staff and volunteers, the library's business contacts, and the general public
- Considerable knowledge of supervision, training, and staff utilization principles
- Ability to plan, organize, supervise, and evaluate the work of employees and volunteers in diversified library activities
- Ability to initiate, organize, and follow through on programs, services, and projects
- Solid knowledge of current trends and developments in the library profession
- Thorough knowledge of library resources: print, non-print, and electronic
- Knowledge of library automation
- Working knowledge of public relations procedures
- Ability to represent the library at professional and community meetings

Preferred Qualifications

Masters degree in Library Science from an ALA-accredited institution, plus 7 years of increasingly responsible experience as a librarian in a public library, including 5 years of supervisory experience.

December 2016
(rb)



COUNTY OF NEVADA
invites applications for the position of:

Librarian I

SALARY: \$1,832.00 - \$2,236.00 Biweekly
\$3,969.33 - \$4,844.67 Monthly
\$47,632.00 - \$58,136.00 Annually

OPENING DATE: 03/13/17

CLOSING DATE: 04/03/17 05:00 PM

DEFINITION AND CLASS CHARACTERISTICS:

This position is considered a Youth Services Librarian I and serves both the Madelyn Helling Library and the Grass Valley Library Branches.

The eligible list established from this recruitment will be used to fill part-time and full-time, regular or temporary positions as vacancies occur or the need arises.

Under general supervision, performs professional library work in the Nevada County Library System; manages, directs and implements a major service area and/or a branch library; performs a variety of administrative and operational functions in support of the Library Department; and performs related work as required.

Librarian I:

This is the entry level classification in the professional librarian series. Incumbents are responsible for a major countywide library program under the direction of the County Librarian or designee, and may supervise subordinate staff in a designated program area.

EXAMPLES OF DUTIES:

Essential:

Level I:

- Plans, coordinates, and directs assigned program services to effectively meet the needs of the library system
- Supervises, trains, and evaluates the work of assigned staff
- Selects books and other materials to effectively meet the needs of the Library's patrons consistent with the County Library's goals and objectives
- Reviews book collection to determine the need for additions, deletions, and repairs
- Provides information as requested by patrons including reference material, referrals to other sources of information, providing assistance to school children and suggesting titles of interest upon request
- Consults with teachers, parents, children and the general public on choice of books within a designated program area
- Plans special programs and displays
- Works with and maintains effective rapport with community organizations and special groups of patrons
- Assists in formulating library policies, procedures and operational systems
- Prepares data and information for budgeting and monitoring progress as requested
- Consults with other libraries regarding book/materials selection, loans and related communications
- Represents the county library on various committees, community organizations, at workshops, and outreach activities

KNOWLEDGE AND SKILLS REQUIRED:Knowledge of:

Level I:

- Professional library principles, practices, methods and materials
- Library reference materials and procedures, and cataloging and classification techniques
- Community patron and reader interest levels and corresponding books and authors available
- Basic reference methods, and techniques used in library work
- Library organization, services and equipment
- Principles and practices of library automation systems

Skill in:

Level I:

- Learning the county library systems, book selection, operations and organization
- Understanding and following a variety of complex directions in both verbal and written forms
- Communicating clearly, concisely, and effectively in both verbal and written forms and preparing related reports
- Planning, coordinating, supervising, and evaluating the work of assigned staff
- Establishing and maintaining priorities and objectives for self and others
- Developing and implementing library services consistent with county library's goals and objectives as well as patron's needs
- Selecting appropriate books and materials to meet patrons' needs
- Establishing and maintaining cooperative working relationships with those contacted in the course of work

EDUCATION AND EXPERIENCE REQUIRED:

Level I:

Possession of a Bachelor's Degree from an accredited college or university in Library Science, Information Science, Liberal Arts, Humanities, English, Communication or related field plus two years' experience equivalent to County of Nevada's Library Technician; **OR**, active enrollment in an accredited MLS or MLIS program with satisfactory completion of a majority of coursework, with diploma received within two years of date of hire, plus either two years' experience equivalent to County of Nevada's Library Technician or five years as Library Assistant I/II/III; **OR**, Master's Degree in Library Science or Library Information Science from an accredited college or university, preferred.

Licenses and Certificates:

Possession of a valid driver's license within 30 days of hire.

Physical Demands and Working Conditions:

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings; manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

Willingness and ability to work evening and weekend shifts.

Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.mynevadacounty.com>

950 Maidu Avenue
Nevada City, CA 95959
530 265 7010

human_resources@co.nevada.ca.us

Position #2016-0078
LIBRARIAN I
PS

County of Placer, Library Salaries and Job Descriptions

Tuesday, April 04, 2017

Librarian - Senior (Branch Librarian) (#14772)

\$31.98-\$38.88 hourly / \$5,543.96-\$6,738.89 monthly / \$66,527.55-\$80,866.66 yearly

DEFINITION

Plan, organize and supervise one or more major functions of the Library Department; manage the operations of a large library branch; provide highly responsible, professional and technical staff assistance to the Director of Library Services.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Librarian series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing duties and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including responsibility for managing a large Library branch or a specific program area, such as Technical Services. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Library Services and/or Assistant Director of Library Services. Exercises direct supervision over professional, technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Plan, organize, manage and direct the day-to-day operations of a large library branch; assist in developing and implementing policies and procedures.
- Develop and implement programs and events within assigned library branch; conduct programs and events for the public.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for personnel, supplies and equipment and capital outlay for assigned branch; monitor and control expenditures.
- Perform the most difficult professional work in rendering reference and advisory service to readers; perform technical work such as classifying and cataloging materials; assign Dewey numbers as required; review and select materials.
- Assess customers needs, utilizing reference interviews, and advise them in making effective use of library resources and services.
- Assist customers of all ages with reference questions and provide assistance in the selection of books, audiobooks, magazines, cassettes, compact disks, videos/DVDs, pamphlets and other library materials; place holds for customers.
- Instruct customers in the use of library tools including the catalog, computer databases, bibliographic resources, CD-ROM resources, Internet and indexes.
- Develop collection by reading, reviewing and selecting materials; review collection to determine additional materials needed and select materials for repair or discard; perform Selector duties, including the preparation of system wide lists in identified subject area.
- Supervise ordering, receiving, and processing of Library materials and encumbered funds.

- Meet with and make presentations to community groups; represent the department to outside groups and organizations; participate in community outreach programs and special Library programs; may attend Library Advisory Board meetings.
- Supervise, train and evaluate subordinates.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Adhere to safety policies and procedures.
- Acts as liaison with cooperative libraries, Friends of the Library and community groups.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying.

A typical way to obtain the required knowledge and abilities would be:

Experience: Two years of responsible professional experience performing duties at a Librarian II level.

Training: Master's degree in Library Science or equivalent.

License or Certificate:

May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Operations of a large branch library.
- Principles of library cataloging, collection development, reference sources, and complex search techniques.
- Budget preparation and monitoring.
- Principles and practices of supervision, training, selection, motivation, training, team building, work evaluation, conflict resolution, discipline and personnel management.
- The local community and its library needs.
- Management and supervisory principles and techniques.
- Advanced collection development, including making selector lists, materials selection and cataloging procedures.
- Grant writing, administration, planning, public relations and report writing.
- Customer advisory methods and practices.
- Computer applications in a library environment.
- Safety policies and procedures.

Ability to:

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.
- Manage day-to-day operations of a large Library branch; apply library policies, procedures, and practices.
- Develop operating policies and procedures related to area of assignment.
- Perform professional library duties independently.
- Supervise, train and evaluate professional, technical and clerical personnel.
- Apply computer knowledge to library applications.
- Select books and other library materials to meet customers' needs.
- Develop and monitor an assigned budget; achieve budget goals within area of responsibility.

- Apply collection development principles including making selector lists, books and materials selection and cataloging procedures.
 - Maintain accurate records and files.
 - Work with various cultural and ethnic groups in a tactful and effective manner.
 - Analyze situations quickly and objectively and determine proper course of action.
 - Obtain information through interview; work fairly and courteously with the public; simultaneously handle many tasks and work effectively with interruption.
 - Work weekend or evening shifts as necessary.
 - Work in a standard office environment, using standard office equipment and computer systems and attend off-site meetings. Sit at desk and/or stand for long periods of time. Intermittently bend, twist, reach, grasp, kneel or squat while shelving, opening boxes or moving equipment; see and read handwritten and printed materials and a computer screen; write and use keyboard to communicate and to enter circulation and collection data; communicate in person and by telephone; file, lift and carry weight up to 50 lbs; push handcart up to 50 lbs.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective working relationships with those contacted in the course of work.
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Librarian - I (#14770)

\$26.31-\$31.98 hourly / \$4,561.01-\$5,543.96 monthly / \$54,732.08-\$66,527.55 yearly

Librarian - II (#14771)

\$29.01-\$35.26 hourly / \$5,028.54-\$6,112.25 monthly / \$60,342.46-\$73,347.04 yearly

DEFINITION

To perform professional library work; and to direct and/or implement a major service area of the Library Services Department.

DISTINGUISHING CHARACTERISTICS

Librarian I

This is the entry-level class in the Librarian series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Librarian II

This is the full journey level class within the Librarian series. This class is distinguished from the Librarian I by the performance of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level. This class is distinguished from the Senior Librarian in its responsibilities include planning, organizing and supervising a major function of the County library system, whereas the latter is responsible for managing a large library branch.

SUPERVISION RECEIVED AND EXERCISED

Librarian I

Receives general supervision from supervisory or management staff.

May exercise functional and technical supervision over technical and clerical staff.

Librarian II

Receives direction from supervisory or management staff.

May exercise functional and technical supervision over technical and clerical staff.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Assist in the development and implementation of library program goals, objectives, policies and priorities.
- Perform professional work in providing reference and advisory service to readers, and in the classification, cataloging and ordering of materials.
- Plan, organize, implement and evaluate a variety of library services including audio-visual, reference and technical services; prepare and maintain records and reports related to area of assignment.
- Explain and offer inter-library loan service; work with library representatives to secure library materials through inter-library loans; dispense received inter-library loan items and accept returned inter-library loans.
- Develop collection by reading, reviewing and selecting materials; review collection to determine additional materials needed and select materials for repair or discard; perform Selector duties, preparing Countywide lists in identified subject area.
- Identify various users and community needs and recommend, plan and present appropriate programs.
- Assess customer needs, utilizing reference interviews, and advise them in making effective use of library resources and services.
- Assist customers of all ages with reference questions and selection of books, audio books, magazines, cassettes, compact disks, videos/DVDs, and other library materials; place holds for customers.
- Instruct customers in the use of library tools including catalogs, computer databases, bibliographic resources, CD-ROM resources, Internet and indexes.
- May prepare publicity, coordinate the publication of brochures and coordinate the dissemination of library program publicity.
- Participate in community outreach programs and special Library programs.
- May assume lead responsibilities or have direct responsibility for supervising technical and clerical Library staff.
- Assist with managing the operation of a branch library, including budgetary responsibilities for assigned program.
- Respond to difficult complaints and requests for information from customers.
- Attend professional workshops, seminars and conferences; and represent the library on outside committees.
- Operate various library-related equipment, information systems and general office equipment.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Adhere to safety policies and procedures.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Librarian I

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying.

A typical way to obtain the required knowledge and abilities would be:

Experience: No professional experience is required.

Training: Master's degree in Library Science or equivalent.

License or Certificate:

May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

Librarian II

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Two years of responsible professional experience performing duties similar to a Librarian I with Placer County.

Training: Master's degree in Library Science or equivalent.

License or Certificate:

May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Librarian I

Knowledge of:

- General principles and practices of professional library work in a public library setting.
- Library organization, services and equipment.
- Books, sources, bibliographies, reference materials and cataloging and classification plans.
- Computer applications in a library environment.
- Patron advisory methods and practices.
- Reference sources and search techniques.
- Collection development, including materials selection and cataloging procedures.
- General principles of supervision.
- Safety policies and procedures.
- Ability to:
 - On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.
 - Work in a standard office environment, using standard office equipment and computer systems and attend off-site meetings. Sit at desk and/or stand for long periods of time. Intermittently bend, twist, reach, grasp, kneel or squat while shelving, opening boxes or moving equipment; see and read handwritten and printed materials and a computer screen; write and use keyboard to communicate and to enter circulation and collection data; communicate in person and by telephone; file, lift and carry weight up to 50 lbs; push handcart up to 50 lbs.
 - Assist in carrying out specific functions of the County Library system.
 - Develop and implement library services.
 - Work with various cultural and ethnic groups in a tactful and efficient manner.
 - Act quickly and calmly in emergency situations.
 - Obtain information through interview; work fairly and courteously with the public; and work effectively with interruption.

- Assess Library patron needs and provide accurate reference information by utilizing appropriate search techniques.
- Apply general departmental policies, procedures and practices and collection development principles, including making selector lists, books and materials selection and cataloging procedures.
- Use a library-automated system and standard office equipment.
- Maintain confidentiality of customer records.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain accurate records and files.
- Work weekend and evening shifts as assigned.
- Librarian II
- In addition to the qualifications for Librarian I:
- Knowledge of:
 - Principles and practices of public library service development.
 - Basic public library policies and procedures.
 - Advanced library reference sources and complex search techniques.
 - Principles and practices of supervision.
 - Basic budgeting practices and principles.

Ability to:

- Assist in developing operating policies and procedures related to area of assignment.
- Supervise, train and evaluate technical and clerical personnel.
- Perform professional library duties independently.
- Monitor budget within assigned area of responsibility.
- Independently perform advanced collection development duties, including making selector lists, books and materials selection and cataloging procedures.

Library Assistant - I (#15403)

\$21.10-\$25.65 hourly / \$3,657.40-\$4,445.67 monthly / \$43,888.83-\$53,348.05 yearly

Library Assistant - II (#15402)

\$23.26-\$28.28 hourly / \$4,032.36-\$4,901.43 monthly / \$48,388.29-\$58,817.20 yearly

DEFINITION

To perform paraprofessional library work in support of the County library system and provide various library services to professional library staff and the public; to assist with meeting customers' information needs for library materials, which include identifying and locating materials and information by researching and interpreting print, on-line and other sources; and to assist with collection development activities.

DISTINGUISHING CHARACTERISTICS

Library Assistant I

This is the entry-level class in the Library Assistant series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the

journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Library Assistant II

This is the full journey level class within the Library Assistant series. This class is distinguished from the Library Assistant I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

SUPERVISION RECEIVED AND EXERCISED

Library Assistant I

Receives immediate supervision from management or professional staff.

Library Assistant II

Receives general supervision from management or professional staff.

May exercise technical supervision over clerical positions, library pages, and volunteers.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Use reference interview to assess library patrons needs and assist them in understanding and effectively utilizing library services and resources.
- Perform a variety of work requiring specific knowledge of library practices and procedures.
- Respond by telephone, fax, electronically and in-person to general questions and specific reference inquiries.
- Research and interpret print, on-line and other sources as needed; place holds as requested.
- Perform Selector duties relative to reading, researching and making lists of recommendations for purchase throughout County system; and assist with collection development by making suggestions of new library materials, creating book lists, ordering library materials, weeding, repair and replacement of library materials.
- May process, catalog, and prepare new books and other materials for circulation; establish and maintain collection files and records; conduct and oversee inventories of books and other library materials; maintain bibliographies and create book lists.
- Check books and other materials in and out of library; shelve books and review shelves for mis-shelved materials; weed shelves for outdated or worn materials.
- Compute, collect, receipt and record monies collected for overdue, lost or damaged materials.
- Act as liaison with cooperative libraries, Friends of the Library, and community groups in absence of Branch Librarian; process interlibrary loan requests.
- Develop, coordinate and conduct various special programs and community outreach activities such as story time, summer reading programs and library tours; provide library customers with information about community resources.
- Operate various library-related equipment, information systems, and general office equipment.
- Train the public to use and understand information and technology resources.
- Perform clerical duties as assigned.
- May train, schedule and oversee library pages, clerks, and volunteers.
- Adhere to safety policies and procedures.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- May secure library materials through inter-library loans; search appropriate databases and identify materials; request materials from appropriate sources, process materials for distribution to customers;

respond to requests from other libraries for inter-library loans; may work with inter-library loan representative to obtain materials.

- Attend professional workshops, seminars and conferences.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Library Assistant I

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: One year of public library experience.

Training: Equivalent to a Bachelor's degree from an accredited college in a discipline related to the knowledge, skills, and abilities of the position.

License or Certificate:

May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

Library Assistant II

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: One-year responsible library experience performing duties similar to a Library Assistant I with Placer County.

Training: Equivalent to a Bachelor's degree from an accredited college in a discipline related to the knowledge, skills and abilities for this class.

License or Certificate:

May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Library Assistant I

Knowledge of:

- Standard library practices, techniques and terminology; basic services, policies and procedures associated with a public library.
- Public library collection, including general reference sources and services.
- General procedures involved in receipt, circulation and storage of library materials.
- General library classification and filing systems.
- Computer applications in a library environment.
- Modern office procedures and methods.
- Principles and practices of work safety.
- Arithmetic and basic mathematical calculations.
- Principles and practices of training.
- Research and organizational methods and techniques

Ability to:

- Intermittently, review documents related to library operations; observe, identify and problem solve library operations and procedures; understand, interpret and explain library policies and procedures.
- Perform specialized clerical and para-professional library work; interpret and apply basic library procedures and policies.
- Use a library automated system, library databases, and the Internet.
- Maintain confidentiality of customer records.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Act quickly and calmly in emergency situations.
- Conduct effective reference interviews to ascertain library customer needs and link them to appropriate resources; understand and carry out a variety of both oral and written instructions; work fairly and courteously with the public; and work effectively with interruption.
- Work in a standard office environment, using standard office equipment and computer systems. Sit at desk and/or stand for long periods of time. Intermittently bend, twist, reach, grasp, kneel or squat while shelving, opening boxes or moving equipment; see and read handwritten and printed materials and a computer screen; write and use keyboard to communicate and to enter circulation and collection data; communicate in person and by telephone; file, lift and carry weight up to 50 lbs; push handcart up to 50 lbs.
- Work weekend and evening shifts as assigned.
- Plan, organize and conduct programs and training sessions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Library Assistant II

In addition to the qualifications for Library Assistant I:

Knowledge of:

- General policies and procedures of a public Library.
- Collection Development resources.
- Basic principles of lead supervision.
- Basic budget monitoring methods and practices.

Ability to:

- Learn and assist with grant writing, budgeting, administration, planning, management, public relations and report writing.
- Independently provide technical and reference assistance to subordinate library personnel and library customers.
- Independently perform specialized circulation, collection and reference duties.
- Train, assign, review and evaluate work of subordinate personnel and volunteers.

Library Assistant - Senior (Branch Manager) (#15404)

\$26.31-\$31.98 hourly / \$4,561.01-\$5,543.96 monthly / \$54,732.08-\$66,527.55 yearly

DEFINITION

To perform technical library work in support of the County library system and provide various library services to professional library staff and customers; to oversee the operations of a medium-sized library branch or the Bookmobile, including reference services, selection and weeding, budgeting, and supervising technical and clerical library staff; to assist with meeting customers' information needs for books and materials which includes identifying and locating materials and information by researching and interpreting print, on-line and other sources; assist with collection development by making suggestions and ordering new materials and replacing materials; to

advise library customers of various library services and adjunct activities; and to perform circulation, collection and reference duties.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level position in the Library Assistant series. Employees at this level perform the full range of duties, and are typically assigned significant responsibilities above the journey level, which requires specialized knowledge, abilities, skills and experience. Incumbents at this level often exercise independent judgment in the performance of their duties. This class is distinguished from the Library Assistant II in that incumbents are responsible for managing a library branch, with responsibility for budgeting and supervising library personnel as part of the normal scope of their duties.

SUPERVISION RECEIVED AND EXERCISED

Exercises direct supervision over technical, clerical and volunteer staff.

Receives direction from management or professional staff.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Direct and oversee the day-to-day operations in a mid-sized library branch.
- Supervise, train, schedule and evaluate library staff.
- Maintain branch budget.
- Provide services to library customers and staff in locating books, materials and information; use reference interviews to assess customer needs and assist them with understanding and effectively utilizing library services and resources.
- Answer customers questions by researching and interpreting print, on-line and other sources; place holds as requested.
- Perform Selector duties relative to reading, researching and making lists of recommendations for purchase throughout County system; and assist with collection development by making suggestions of new books and material, creating book lists, ordering said books and materials, weeding, repairing and replacing books and materials when needed.
- Conduct and oversee inventories of books and other library materials.
- Check books and other materials in and out of library; shelve materials and review shelves for mis-shelved materials.
- Compute, collect, receipt and record monies collected for overdue, lost or damaged materials; prepare and submit statistical reports as required.
- Work with appropriate department representative on interlibrary loans.
- Act as liaison between the library and the community.
- Develop and conduct various special programs and community outreach activities such as story time, summer reading programs, and library tours.
- Operate and maintain various library-related equipment, information systems and general office equipment.
- Perform clerical duties as needed.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Adhere to safety policies and procedures.
- Perform related duties as assigned.

Bookmobile

When assigned to Bookmobile, perform duties above in addition to the following:

- Participate in determining bookmobile stops.
- Select materials for Bookmobile collection relative to the needs of customers at each stop.
- Drive, maintain, and coordinate the repair of the bookmobile unit.

MINIMUM QUALIFICATIONS

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: One year of technical or paraprofessional level experience in a public library.

Training: Equivalent to a Bachelor's degree in a discipline closely related to the knowledge, skills and abilities required for this position.

License or Certificate:

- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Operations of a branch library.
- Principles of employee supervision and library branch management.
- Budget monitoring.
- Public relations and report writing.
- Standard library practices, techniques and terminology.
- General procedures involved in receipt, circulation and storage of library materials.
- Public library collections, including reference sources and bibliographical works.
- General library classification and filing systems.
- Computer applications in a library environment.
- Modern office procedures and methods.
- Principles and practices of work safety.
- Public desk etiquette, telephone etiquette and effective communication skills.
- Business arithmetic and statistical analysis.
- Safety policies and procedures.

Ability to:

- Manage the operations of a branch library including day-to-day operations and supervision and training of library staff.
- Be accountable for branch library materials budget; prepare recommended lists for purchase of library materials.
- Understand, interpret and explain administrative/operational procedures and practices of the County's library systems.
- Independently provide technical and reference assistance to subordinate library personnel and library customers.
- Perform specialized circulation, collection and reference duties.
- Utilize designated word processing, spreadsheet and/or database software programs and library information systems including but not limited to indexes, catalogs and other on-line research methods.
- Understand and carry out a variety of both oral and written instructions; communicate clearly and concisely, both orally and in writing.
- Intermittently review documents related to library operations; observe, identify and problem solve library operations and procedures; understand, interpret and explain library policies and procedures.
- Work with various cultural and ethnic groups in a tactful and effective manner.

- Act quickly and calmly in emergency situations.
- Maintain confidentiality of customer records.
- Obtain information through interview; work fairly and courteously with the public; and work effectively with interruption.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work in a standard office environment, using standard office equipment and computer systems and attend off-site meetings. Sit at desk and/or stand for long periods of time. Intermittently bend, twist, reach, grasp, kneel or squat while shelving, opening boxes or moving equipment; see and read handwritten and printed materials and a computer screen; write and use keyboard to communicate and to enter circulation and collection data; communicate in person and by telephone; file, lift and carry weight up to 50 lbs; push handcart up to 50 lbs.
- Work weekend and evening shifts as assigned.

Library Clerk - Entry (#12602)

\$16.15-\$19.64 hourly / \$2,800.11-\$3,403.47 monthly / \$33,601.36-\$40,841.63 yearly

Library Clerk - Journey (#12603)

\$17.81-\$21.65 hourly / \$3,087.08-\$3,752.42 monthly / \$37,045.01-\$45,029.09 yearly

DEFINITION

To perform a variety of clerical duties and sub-professional library tasks related to the functions and programs of the library; assist the public in finding and checking in and out library materials; and to order and maintain books, magazines and other library materials used by the public.

DISTINGUISHING CHARACTERISTICS

Library Clerk - Entry

This is the entry level class in the Library Clerk series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. The Library Clerk - Entry class is distinguished from the journey level by the performance of less than the full range of duties assigned to the journey level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Library Clerk - Journey

This is the full journey level class within the Library Clerk series. This class is distinguished from the Library Clerk - Entry by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

SUPERVISION RECEIVED AND EXERCISED

Library Clerk - Entry

Receives immediate supervision from supervisory or professional staff.

Library Clerk - Journey

Receives general supervision from supervisory or professional staff; may exercise technical and functional supervision over clerical positions, library pages, aides and volunteers.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Check library materials in and out; maintain circulation and patron database; prepare materials for circulation.
- Shelf library materials and review library shelves for proper order.
- Process catalog and otherwise prepare new materials for circulation following established procedures.
- Compute, collect, receipt and record monies collected for overdue, lost or damaged materials.
- Assist customers in using library services and in understanding the arrangement and location of library materials.
- Answer telephone and in-person inquiries, use available indexes and catalog systems.
- Register new borrowers and issue library cards; enter customer requests for materials.
- Select and order new materials; maintain collection including weeding shelves of outdated materials and performing skilled mending; maintain and monitor budget for new orders.
- May oversee a branch library, open and close library facility and train and oversee library aides, pages, and volunteers when assigned.
- Establish, maintain and compile statistics on library activities and materials used.
- Perform general clerical duties as necessary and operate library related office equipment.
- Keep library neat and clean.
- Set up and maintain displays.
- Conduct various special activities such as story hours, summer reading programs, classroom visits and various outreach functions.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Library Clerk - Entry

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying.

A typical way to obtain the required knowledge and abilities would be:

Experience: No library experience is required. Familiarity with library operations is desirable.

Training: Equivalent to the completion of the twelfth grade.

License or Certificate:

May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

Library Clerk - Journey

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying.

A typical way to obtain the required knowledge and abilities would be:

Experience: Two years of responsible library experience performing duties similar to a Library Clerk - Entry with Placer County.

Training: Equivalent to the completion of the twelfth grade.

License or Certificate:

May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Library Clerk - Entry

Knowledge of:

- General purpose and typical content of modern public libraries.
- Office methods, practices, procedures, and equipment including filing and computer systems.
- Principles and practices of work safety.
- English usage and spelling.
- Arithmetic and basic mathematical calculations.
- Principles and practices of customer service and reception techniques.

Ability to:

- On a continuous basis, sit at desk and/or stand at counter for long periods of time. Intermittently bend, twist, kneel or squat while shelving, opening boxes, or moving equipment; twist and reach office equipment; see and read print; write and use keyboard to communicate and to enter circulation and collection data; perform simple and power grasping and fine manipulation; lift moderate weight.
- Intermittently, review documents related to library operations; observe, identify and problem solve library operations and procedures; understand, interpret and explain library policies and procedures.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Act quickly and calmly in emergency situations.
- Obtain information through interviews; work fairly and courteously with the public; and work effectively with interruptions.
- Work weekend and evening shifts as assigned.
- Use automated library system, computer, internet, calculator, typewriter, telephone, facsimile machine, photocopy machine, and other library related equipment.
- Type at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Library Clerk - Journey

In addition to the qualifications for Library Clerk - Entry:

Knowledge of:

- Standard library practices, techniques and terminology.
- Policies and procedures of the department.
- Ability to:
- Independently perform routine circulation, collection and reference duties.
- Perform a variety of library clerical and para-professional work with speed and accuracy, including use of automated library systems.
- Train and oversee library aides, pages and volunteers.

Library Clerk - Senior (#12604)

\$18.70-\$22.73 hourly / \$3,241.49-\$3,939.95 monthly / \$38,897.87-\$47,279.44 yearly

DEFINITION

To perform a variety of responsible library duties associated with operation of a small branch library; exercises functional and technical supervision over assigned library support staff and volunteers.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the Library Clerk series. This class is distinguished from the Library Clerk – Journey by the assignment of the full range of duties associated with the operation of a small branch library of the County's Library system or provision of children services when assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Assistant Director and Director of Library Services or from the Children's Librarian in the provision of children's library services when assigned to the children's services program.

Exercises technical and functional supervision over clerical positions, library pages, aides and volunteers.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Plan, assign and coordinate the work of support staff including volunteers; provide technical and functional supervision to assigned staff.
- Maintains logs and files relating to acquisition of books, materials, supplies and maintenance contracts; recommends appropriate expenditures.
- Represent the Department to outside groups and organizations.
- Check library materials in and out; maintain circulation and patron database; prepare materials for circulation.
- Shelf library materials and review library shelves for proper order.
- Compute, collect, receipt and record monies collected for overdue, lost or damaged materials.
- Assist customers in using library services and in understanding the arrangement and location of library materials or provides technical assistance as necessary.
- Register new borrowers and issue library cards; enter customer requests for materials.
- Select and order new materials; maintain collection including weeding shelves of outdated materials and performing skilled mending; maintain and monitor budget for new orders.
- Establish, maintain and compile statistics on library activities and materials used.
- Perform general clerical duties as necessary and operate library related office equipment.
- Keep library neat and clean and set up and maintain displays.
- Conduct various special activities such as story hours, summer reading programs, classroom visits and various outreach functions.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Three years of responsible experience performing a broad range of duties operating a library, bookstore or small business which provides the candidate with the possession of practical knowledge needed to operate and/or manage a branch library or provide library children services when assigned.

Training: Equivalent to the completion of the twelfth grade.

License or Certificate:

May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Methods of conducting storytelling for children.
- Standard library practices, techniques and terminology.
- Principles and practices of work safety.
- Principles and practices of customer service and reception techniques.

Ability to:

- On a continuous basis, sit at desk and/or stand at counter for long periods of time. Intermittently bend, twist, kneel or squat while shelving, opening boxes, or moving equipment; twist and reach office equipment; see and read print; write and use keyboard to communicate and to enter circulation and collection data; perform simple and power grasping and fine manipulation; lift moderate weight.
- Intermittently, review documents related to library operations; observe, identify and problem solve library operations and procedures; understand, interpret and explain library policies and procedures.
- Learn policies and procedures of the department.
- Independently perform routine circulation, collection and reference duties.
- Perform a variety of library work with speed and accuracy, including use of automated library system.
- Conduct storytelling activities when providing children services program activities.
- Train and oversee library aides, pages and volunteers.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Act quickly and calmly in emergency situations.
- Obtain information through interviews; work fairly and courteously with the public; and work effectively with interruptions.
- Work weekend and evening shifts as assigned.
- Use automated library system, computer, internet, calculator, typewriter, telephone, fax machine, copier machine, and other library related equipment.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.